

When preparing for a DOE Event...

Do your homework!

- DC is full of opportunities; go network and meet other attendees before the event.
- Visit [energy.gov](https://www.energy.gov) to learn more about our programs and offices that will be presenting at the event. Be ready to ask questions!

What's your elevator pitch?

- There will be hundreds of people at the Summit looking to learn about your business.
- **Fine-tune your pitch** and know how to start (and end) a conversation.

Arrive ON TIME!

- Arriving on time maximizes your time to network and take advantage of other opportunities.
- Make sure you stick to your check-in time; **arriving 10-15 minutes early** is even better!

Dress to impress!

- Business attire is the standard dress code, but being **YOU** is preferred!
- This will be a long day with a lot of walking from room to room, so **wear comfortable shoes**.

Check your online presence

Review and update your business networking accounts; including **LinkedIn**, your website(s), and/or other affiliations that feature you and your business.

Got business cards?

- Don't wait until five minutes before you're leaving to realize that you've run out!
- Have a **digital business card** ready (optional but suggested)

Follow up & follow through

- You will meet many professionals during the event, so be sure to make note of who they are and what you talked about.
- Draft a "thank you" letter template in advance to include key moments from the event later.



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